



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

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September 22, 2015

Subject: Letter of Clarification No. 1
Recreation, Education and Miscellaneous Supplies for Various Departments

Reference: Invitation to Bid (ITB) No.:S21-S25442

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:

To extend the bid closing date from September 24, 2015 to October 1, 2015.

- To answer the following questions:

1. Question: *"What does a minimum of 13 price lists represent?"*

Answer: *"The awarded supplier will be required to submit a minimum of 13 price lists to include list price and product number as per specification."*

2. Question: *"Is there a way to change quantities when submitting our response in order to meet alternatives that have different quantities?"*

Answer: *"No, quantities do not change; however alternates product numbers may be entered for bid consideration."*

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s).

Council Members: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie
Controller: Ronald C. Green

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Furthermore, it is the responsibility of each BIDDER to obtain any previous Letter(s) of Clarification associated with this solicitation.

Laura A. Guthrie
Procurement Specialist
Strategic Procurement Division
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Buyer LGL:DRH:lg

Partnering to better serve Houston

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